



2025 Collaborative Partnership Agreement

Partner Agency Name: _____

Partnership Tier Number	Number of Kids/Adults Served Monthly (Diaper Wearers)	Quantity of Diapers Received Monthly (Annual Average)	Annual Service Fee, No Volunteer Hours	Annual Service Fee, w/ Volunteer Hours	Number of Volunteer Hours Annually	Approx. Retail Value Based on average retail costs of \$.25 per diaper
1	1 – 14	1 – 300 Not to exceed 3,600 diapers annually	\$0	\$ 0	Optional	Up to \$900
2	15 – 33	301 – 1000 Not to exceed 12,000 diapers annually	\$ 240	\$216	2	Up to \$3,000
3	34 – 66	1,001 – 2,000 Not to exceed 24,000 diapers annually	\$ 480	\$432	4	Up to \$6,000
4	67 – 100	2,001 – 3,000 Not to exceed 36,000 diapers annually	\$ 720	\$648	6	Up to \$9,000
5	101 – 133	3,001 – 4,000 Not to exceed 48,000 diapers annually	\$ 960	\$864	8	Up to \$12,000

Please Indicate Your Desired 2025 *Partnership Tier Number* (1-5): _____ *

Would you like to reduce your annual service fee through volunteerism (details above)? _____

What We Ask from our Partner Agencies (please select 1 or more):

Host a diaper drive for PDX Diaper Bank.

Place the PDX Diaper Bank logo on your agency's website with a link to our website.

Highlight PDX Diaper Bank in your agency newsletter, blog post, or other external stakeholder communication.

Participate in a PDX Diaper Bank event as a voice/advocate for your clients receiving our services, such as the annual *Dining for Diapers* Dinner & Auction.

What to Expect from PDX Diaper Bank

1. We will highlight your agency and the important work you do on social media.
2. We will include your agency name and/or logo, and description of your services that include our diapers on our website, with a link to your agency website.
3. We will provide you with access to additional items for your clients that have been donated to us from our national partners.
4. We will include your agency name and/or logo in programs, presentations, annual reports and other publications related to PDX Diaper Bank, as appropriate.

Partnership Procedures & Annual Agreement

The distribution of diapers is a cooperative effort between PDX Diaper Bank and our partner agencies. Partner Agency agrees to the following to ensure that families in our community can continue to receive this important service:

1. Partner Agency will submit monthly diaper requests **before the last working day of each month** by logging into their PartnerBase account at: humanessentials.app
2. Partner Agency acknowledges the receipt of the **Partner Agency Manual** and agrees to follow the policies and procedures within. This includes the completion of the **annual report** at the end of each calendar year.
3. Partner Agency will distribute the supplies received from PDX Diaper Bank to families in a **conscientious manner without discrimination** on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status.
4. Diapering supplies from PDX Diaper Bank are to be distributed **free of charge to low-income families, for incontinence purposes only**. They are to be utilized by Partner Agency and programs approved by PDX Diaper Bank, never distributed to other agencies or organizations.
5. Diapers received from PDX Diaper Bank should **not** be sold, traded, bartered, nor tapped for personal use by staff or volunteers. They cannot be used for fundraising auctions or raffles.
6. Partner Agency should not refer clients to visit the PDX Diaper Bank office or warehouse for supplies, with the exception of **cloth diapering classes**.
7. Partner Agency is **encouraged** to support families to begin toilet training when appropriate, and can reach out to PDX Diaper Bank for associated resources. Partner Agency should continue to distribute diapers to children with a diagnosed condition that interferes with reaching this developmental milestone.
8. Partner Agency hereby indemnifies, defends, and holds harmless PDX Diaper Bank, its affiliated agencies, officers, directors, contractors, agents, volunteers and employees, from **any and all liabilities** for the quality or safety of the product consisting of diapers and other items received as donations or purchased by PDX Diaper Bank.
9. **Annual invoices will be rendered on or about November 30th for the current year's services.** Invoices must be paid in full before Partner Agency and PDX Diaper Bank can execute the proceeding year's Collaborative Partnership Agreement.
10. Partner Agency is responsible for monitoring services received from PDX Diaper Bank throughout the year in order to maintain desired tier level. PDX Diaper Bank distributes diapering supplies based on partner agency requests, and reserves the right to adjust its service fee accordingly.
11. The **term of this agreement** shall begin as of the date signed by PDX Diaper Bank and shall end on the last day of the calendar year in which it is executed. Either party may terminate this Collaborative Partnership Agreement upon 30 day's written notice to the other party.

PDX Diaper Bank
Executive Director Name

PDX Diaper Bank
Executive Director Signature

Date

Partner Agency
**Executive Director or
Authorized Representative Name**

Partner Agency
**Executive Director or
Authorized Representative Signature**

Date